

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Agenda**

**Monday, October 16, 2023 6:30 PM (Closed Session) – 7:30 PM (Regular Session)**

**Jefferson Township High School Media Center**

\*\*\*\*\*

**District Vision Statement**

*The district will be a leader in academic excellence while developing healthy, well-rounded, resourceful students who are positive, contributing members of local and global communities.*

A. \_\_\_\_\_, called the meeting to order at \_\_\_\_\_ PM, and read the Open Meeting Statement, below:

In accordance with the Open Meeting Law, the Jefferson Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof, posted in the Jefferson Township Municipal Building, with copies of such notice delivered or mailed or electronically mailed to the following:

*DAILY RECORD, NJ HERALD* and posted on the Jefferson Township Board of Education website ([www.Jefftwp.org](http://www.Jefftwp.org));

and a copy of said notice delivered to the Municipal Clerk of the Township of Jefferson and the Jefferson Township Library.

B. Pledge of Allegiance.

**C. ROLL CALL:**

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>
	_____ Ashley Hecht, Student Representative	
	_____ Nicholas Roberts, Student Representative	

**D. CLOSED SESSION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education adopt the following resolution:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

BE IT RESOLVED, by the Jefferson Township Board of Education on this 16th day of October, 2023 at \_\_\_\_\_ PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or litigation, anticipated litigation and attorney-client matters.

2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

Motion to close Executive Session by \_\_\_\_\_, seconded by \_\_\_\_\_, that the meeting is called to public session at \_\_\_\_\_ PM.

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

**E. SUPERINTENDENT’S REPORT**

- Good News and Progress

**F. PRESENTATIONS**

- College Board’s National Rural and Small Town Award - presented by Mr. Kevin Lipton, JTHS Principal, and Mrs. Jeanne Howe, Superintendent of Schools
- Spring 2023 NJSLA Results - Dr. Roger Jinks, Jr., Assistant Superintendent of Schools
- Budget Series: Enrollment Trends - Mrs. Jeanne Howe, Superintendent of Schools and Mrs. Rita Oroho Giacchi, Business Administrator

**G. COMMENTS FROM THE AUDIENCE *(on agenda action items only, if applicable)***

Public participation shall be governed by the following rules (per Bylaw 0167):

1. The Public participation period shall be for **thirty minutes** or fewer;
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate;
3. Each statement made by a participant shall be **limited to three minutes duration**;
4. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
5. Participants may not yield their time to another individual;
6. All statements shall be directed to the presiding officer;
7. The presiding officer may:
  - a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
  - b) Request any individual to leave the meeting when that person does not observed reasonable decorum;
  - c) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - d) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - e) Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

*Please note that “Comments from the Audience” is not a time for dialogue – it is an opportunity for you to share a comment with the Board of Education. In addition, by law, administrators and Board of Education members are not permitted to publicly discuss personnel matters, student discipline, or other issues requiring confidentiality. While we may not respond to your comments, all input shared with the Board of Education is taken very seriously, and will be discussed at future deliberations by the Board of Education and its Committees.*

**H. STUDENT REPRESENTATIVES**

**I. COMMITTEE REPORTS**

**J. MINUTES OF MEETINGS**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Executive Session minutes of the September 21, 2023 meeting be approved as submitted:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Regular Meeting minutes of the September 21, 2023 meeting be approved as submitted:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Executive Session (2) minutes of the September 21, 2023 meeting be approved as submitted:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

**K. FINANCE AND BUILDING NEEDS**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.14, as described below:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

**K.1** Motion to approve the purchase order list dated September 2023 in the amount of \$1,166,784.48.

**K.2** Motion to approve the check register as of September 2023 in the amount of \$8,225,749.17.

Fund	Amount
General Fund (10)	\$5,556,586.42
Special Revenue Funds (20)	\$439,541.62
Referendum Fund (30)	\$6,250.00
Debt Service Fund (40)	\$2,223,371.13
Total	\$8,225,749.17

**K.3** Motion to approve the vendors' bills list for release, on or after October 17, 2023, in the amount of \$1,205,115.26.

**K.4** Motion to approve the funds transfers in the 2023-2024 Fiscal Year, dated September 30, 2023, in the amount of \$4,791,009.49.

**K.5** Motion to approve the certification by the Board Secretary that the Account Balance Report, pursuant to N.J.S.A. 18A:17-9, as of September 30, 2023, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

**K.6** Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of August 31, 2023, after review of the Board Secretary’s and Treasurer’s Monthly Financial Reports, and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

**K.7** Motion to approve the tentative 2024-2025 budget calendar developed in accordance with N.J.S.A 18A:22-7 and QSAC Fiscal Indicator 10. (*See Appendix A*)

**K.8** Motion to designate the source of funding for the following individuals as the FY 2024 Elementary and Secondary Education Act (ESEA) Title IA grant:

Name	Nature of Action	Position	Salary	Grant Portion of Salary	Location	Date Effective	Date Termin.
Hoffman, Beth	Appoint	Teacher	\$90,833	\$34,813	White Rock	9/1/2023	6/30/2024
Keyser, Rebecca	Appoint	Teacher	\$79,733	\$34,813	Stanlick	9/1/2023	6/30/2024
Miceli, Sarah	Appoint	Teacher	\$94,670	\$34,813	White Rock	9/1/2023	6/30/2024
Weaver, Ann	Appoint	Teacher	\$70,966	\$34,813	Stanlick	9/1/2023	6/30/2024

**K.9** Motion to designate the source of funding for the following individuals as the FY 2024 Elementary and Secondary Education Act (ESEA) Title IIA grant:

Name	Nature of Action	Position	Salary	Grant Portion of Salary	Location	Date Effective	Date Termin.
Balchan, Kylie	Appoint	Teacher	\$57,260	\$27,457	Briggs	9/1/2023	6/30/2024

**K.10** Motion to designate the source of funding for the following individuals as the FY2024 IDEA Preschool grant:

Name	Nature of Action	Position	Grant Portion of Salary	Location	Date Effective	Date Termin.
Ferucci, Frances	Appoint	Special Education Aide	\$8,294.50	Cozy Lake	9/1/2023	6/30/2024
Glenn, Jennifer	Appoint	Special Education Aide	\$8,294.50	Cozy Lake	9/1/2023	6/30/2024
Skelecky, Jessica	Appoint	Special Education Aide	\$8,294.50	Briggs	9/1/2023	6/30/2024
Zinck, Jaelyn	Appoint	Special Education Aide	\$8,294.50	Cozy Lake	9/1/2023	6/30/2024

**K.11** Motion to participate in Joint Transportation Agreement between Ewing High School (Host) and Jefferson Township Public Schools (Joiner) to provide student transportation, at a per diem cost of \$24.59 for 180 days, for the 2023-2024 school year.

**K.12** Motion to approve the Stabilization Aid application in the amount of \$1,448,826.

*WHEREAS*, the district has experienced a loss of state aid of \$1,526,152 for the 2023-2024 school year; and

*WHEREAS*, the 2022-2023 loss of state aid follows losses of \$554,620 in 2018-2019, \$1,193,302 in 2019-2020, \$2,251,742 in 2020-2021, \$2,791,524 in 2021-2022, and \$2,640,283 in 2022-2023; and

*WHEREAS*, the yearly loss of state aid as compared to the original 2018-2019 State Aid Notice is expected to approximate \$11,500,000, for a cumulative loss of approximately \$45,000,000 over the seven year implementation of S-2; and

*WHEREAS*, the district has experienced or expects unanticipated increases in expenditures related to health benefit premiums, the addition of two staff members due to changes in grade level enrollment and student transportation;

*NOW THEREFORE BE IT RESOLVED*, the Board approves the submission of the Stabilization Aid application in the amount of \$1,448,826.

- K.13** Motion to approve the addition to the School Student Activity Account lists for Jefferson Township Middle School, as described below:

Activity Account Sub-category	
Falcon 5K	Class of 2026
Class of 2025	Class of 2027

- K.14** Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.J.A.C. 6A:23B:

*WHEREAS*, the employees listed in Appendix B, are attending the named professional development seminar at such identified venues; and

*WHEREAS*, the attendance at stated function was previously approved by the Superintendent, or designee, as work related and within the scope of the work responsibilities of the attendee; and

*WHEREAS*, the attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district and fiscally prudent; and

*WHEREAS*, the travel and related expenses particular to attendance at this function are in accordance with the state travel guidelines established by the Department of Treasury in NJOMB circular letter;

*NOW THEREFORE BE IT RESOLVED*, the Board finds the travel and related expense and the expenses particular to attendance at this previously approved function is necessary/unavoidable; and

*BE IT FURTHER RESOLVED*, the expense is justified and therefore reimbursable (*Appendix B*).

**L. PERSONNEL**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.3, as described below:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

- L.1** Motion to take action on personnel matters, as listed below, and appoint and submit to the Executive County Superintendent applications for emergent hiring and the applicant’s attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those employees listed below:

(All appointments are contingent upon receipt of proper teaching certification and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts.)

A. PERSONNEL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Balchan, Kylie 20-270-100-101-003 (.48) 11-110-100-101-003 (.52)	Account Code Change	Teacher 10-30-30/BVS			Briggs	9/1/23	6/30/24	
Bendish, Tracy	Retirement	Special Education Aide 09-60-60/BSQ			White Rock	10/20/23		Retiring after 20 years of service in district
Chrzanowski, Monika 11-000-270-107-000	Appoint	Transportation Aide 09-90-90/BYC	1	\$24.30/hr.	Transportation	10/16/23	6/30/24	Not to exceed 3.25 hrs./day
D'Antoni-Smeilus, Tara 11-000-217-106-007	Extra Hours	Special Education Aide 09-70-70/BBP		\$25.75/hr.	JTMS	9/27/23	12/6/23	Not to exceed 9 hours for Art Club
D'Antoni-Smeilus, Tara 11-000-270-107-000	Appoint	Transportation Aide		\$25.42/hr.	Transportation	9/27/23	12/6/23	Not to exceed 9 hours for Art Club
Ferucci, Frances 20-251-100-106-005 (.3) 11-216-100-106-005 (.7)	Account Code Change	Special Education Aide 09-50-50/BBN			Cozy Lake	9/1/23	6/30/24	
Frueh, Charyl 11-000-217-106-007	Extra Hours	Special Education Aide 10-70-70/BWB		\$25.19/hr.	JTMS	10/17/23	6/30/24	Not to exceed 31 hours for Student Council
Fusaro, LeeAnne	Resignation	Job Coach 10-80-80/CCP			JTHS	11/9/23		
Geise, Carmen 11-213-100-101-290	Appoint	Teacher (LTS) 10-70-70/AJF		\$283.80/diem	JTMS	11/6/23	12/15/23	Covering #3187
Glenn, Jennifer 20-251-100-106-003 (.3) 11-216-100-106-003 (.7)	Account Code Change	Special Education Aide 09-30-30/BEX			Cozy Lake	9/1/23	6/30/24	
Hoffman, Beth 20-231-100-101-006 (.38) 11-230-100-101-005 (.1) 11-230-100-101-006 (.52)	Account Code Change	Teacher 10-50-50/CBZ			White Rock/ Cozy Lake	9/1/23	6/30/24	
Johnson, Marshall 11-000-270-160-000	Schedule Adjustment	Bus Driver 10-90-90/BEZ			Transportation	10/2/23	6/30/24	Not to exceed 5 hrs./day
Kern, Lorrie 11-000-240-005-006	Appoint	Secretary III (10-Month) 10-60-60/AEG	7	\$43,688	White Rock	10/17/23	6/30/24	
Kessell, Dylan	Rescind	Teacher (LTS) 10-80-80/ASZ			JTHS	9/20/23		
Keyser, Rebecca 20-231-100-101-001 (.56) 11-230-100-101-001 (.44)	Account Code Change	Teacher 10-10-10/AJL			Stanlick	9/1/23	6/30/24	
Lozano, Madelyne 11-000-270-107-000	Appoint	Transportation Aide 09-90-90/BYF	1	\$24.30/hr.	Transportation	10/17/23	6/30/24	Not to exceed 3.25 hrs./day
Madalena, Joanne 11-209-100-106-007	Schedule Adjustment	Special Education Aide 09-70-70/BJT			JTMS	10/04/23	6/30/24	Not to exceed 4.5 hrs./day
Marshall, Amber 11-000-270-107-000	Appoint	Transportation Aide 09-90-90/BYC	1	\$24.30/hr.	Transportation	10/6/23	6/30/24	Not to exceed 3.25 hrs./day
Miceli, Sarah 20-231-100-101-006 (.37) 11-230-100-101-005 (.1) 11-230-100-101-006 (.53)	Account Code Change	Teacher 10-50-50/CBY			White Rock/ Cozy Lake	9/1/23	6/30/24	
Nelson, Jerome 11-000-270-160-000	Step Adjustment	Bus Driver 10-90-90/BFD	3	\$26.27/hr.	Transportation	9/1/23	6/30/24	Previous military experience
Nimmo, Donna 11-000-240-105-001	Appoint	Secretary III (10-Month) 10-60-60/AOH	7	\$43,688	Stanlick	10/17/23	6/30/24	
Pietrowski, Kathryn	Resignation	Behaviorist 12-90-90/ADD			District	9/18/23		
Reilly, Griffin 11-213-100-101-290	Appoint	Teacher (LTS) 10-70-70/AJI		\$283.80/diem	JTMS	11/6/23	12/15/23	Covering #3218
Rodgers, Suzanne 11-000-219-104-290	Appoint	LDT-C (LTS) 10-10-10/ADF		\$400/diem	District	9/12/23	6/30/24	Covering #2419
Skelecky, Jessica 20-251-100-106-005 (.3) 11-216-100-106-003 (.7)	Account Code Change	Special Education Aide 09-30-30/BMI			Briggs	9/1/23	6/30/24	
Szekula, Anne 11-204-100-106-008	Schedule Adjustment	Special Education Aide 09-80-80/AAC			JTHS	10/02/23	6/30/24	Not to exceed 21 hrs./week

<b>A. PERSONNEL</b>								
Name	Nature of Action	Position/Control Number	Deg/ Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Weaver, Ann 20-231-100-101-001 (.5) 11-230-100-101-001 (.5)	Account Code Change	Teacher 10-10-10/AJP			Stanlick	9/1/23	6/30/24	
Williams, Kristi 20-218-100-106-003 (.5) 11-216-100-106-003 (.5)	Appoint	Preschool Aide/ Special Education Aide 09-30-30/BMT	1	\$24.63/hr.	Briggs	10/2/23	6/30/24	Not to exceed 7 hrs./day, 2 days/week
Zimmer, Kimberly 11-000-270-107-000	Schedule Adjustment	Transportation Aide 09-90-90/BGC				9/16/23	6/30/24	Not to exceed 3.5 hrs./day
Zinck, Jaclyn 20-251-100-106-005 (.34) 11-214-100-106-005 (.66)	Account Code Change	Special Education Aide 09-50-50/BBA			Cozy Lake	9/1/23	6/30/24	
Zuniga, Lorena 11-000-270-107-000	Appoint	Transportation Aide 09-90-90/BYE	1	\$24.30/hr.	Transportation	10/16/23	6/30/24	Not to exceed 4.08 hrs./day
#434	Medical Leave	08-90-92/AEM			Central Office	1/23/24	2/5/24	Utilizing 10 Personal Illness days
#3330	Adjusted Medical Leave	10-70-70/CAR			JTMS	9/18/23	10/20/23	Utilizing 21 Personal Illness, 3 Personal days
#3330	Adjusted Family Leave	10-70-70/CAR			JTMS	10/23/23	1/19/24	Unpaid

\*Requires mentoring

<b>B. SUBSTITUTES/OTHER</b>					
Name	Nature of Action	Position	Location	Date Effective	Date Termin.
Abdinoor, Michael	Appoint	Substitute Hall Monitor/Security	District	9/29/23	6/30/24
Bruseo, Darren	Appoint	Beside Instruction	District	9/25/23	6/30/24
Craig, Barbara	Appoint	Substitute Aide	District	10/17/23	6/30/24
Demario, Victoria	Appoint	Substitute Teacher	District	10/10/23	6/30/24
DePalma, Grace	Appoint	Substitute Teacher	District	10/5/23	6/30/24
Drwiega, Brianna	Appoint	Substitute Teacher	District	9/26/23	6/30/24
Eberle, Jaclyn	Appoint	Substitute Aide, Substitute Secretary	District	9/26/23	6/30/24
Evans, Jaime	Appoint	Substitute Teacher	District	10/4/23	6/30/24
Jacobs, Shannon	Appoint	Substitute Teacher	District	9/18/23	6/30/24
Knox, John	Appoint	Substitute Teacher	District	12/1/23	6/30/24
Koenig, Rachel	Appoint	Beside Instruction	District	10/13/23	6/30/24
Kuzma, Lori	Appoint	Substitute Teacher, Substitute Aide	District	10/18/23	6/30/24
Morgan, Jason	Appoint	Substitute Teacher	District	9/26/23	6/30/24
Nolan, Samantha	Appoint	Substitute Teacher	District	10/6/23	6/30/24
Peters, Shanna	Appoint	Substitute Job Coach	District	10/13/23	6/30/24
Reverri, Michael	Appoint	Substitute Teacher	District	10/17/23	6/30/24
Seeley, Jennifer	Appoint	Substitute Aide, Substitute Secretary	District	10/10/23	6/30/24
Storms, Aleyna	Appoint	Beside Instruction	District	10/6/23	6/30/24
Temchin, Madeline	Appoint	Substitute Teacher	District	10/30/23	6/30/24
Tice, Cassandra	Appoint	Substitute Teacher, Substitute Aide	District	10/6/23	6/30/24
Tice, Zachary	Appoint	Substitute Teacher, Substitute Aide	District	10/17/23	6/30/24
Toth, Robert	Appoint	Beside Instruction	District	10/16/23	6/30/24
Walsh, Ryan	Appoint	Substitute Teacher	District	10/17/23	6/30/24
Wendolowski, Brianna	Appoint	Substitute Teacher	District	12/1/23	6/30/24
Werrell, Amanda	Appoint	Substitute Aide	District	10/5/23	6/30/24
Young, Sarah	Appoint	Substitute Aide	District	10/6/23	6/30/24
Wisniewski, Leslie	Appoint	Substitute Teacher, Substitute Aide	District	10/6/23	6/30/24

<b>C. EXTRA DUTY PAY</b>								
<b>HIGH SCHOOL 11-401-100-101-008</b>								
Name	Nature of Action	Position	Level	Rate	Loc.	Date Effective	Date Termin.	Discussion
Lonie, Michael	Appoint	Saturday Detention Administrator	-	\$75/hr.	JTHS	9/19/23	6/30/24	
Lipton, Kevin	Appoint	Saturday Detention Administrator	-	\$75/hr.	JTHS	9/19/23	6/30/24	
Kirshenbaum, Jane	Appoint	Rocks and Minerals Club (1 of 2)	1	\$369.50	JTHS	10/17/23	6/30/24	
Kraljevich, Jennifer	Appoint	Overnight Trip Nurse	-	\$150/diem	JTHS	10/10/23	10/11/23	Environmental Academy
Moore, Sherry	Appoint	Rocks and Minerals Club (2 of 2)	1	\$369.50	JTHS	10/17/23	6/30/24	

D. 2023-2024 SCHOOL YEAR COACHING STAFF									
WINTER									
Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.
Butler, Matthew	Appoint	Head Skiing	3	\$5,611	\$0	\$5,611	JTHS	11/20/23	3/3/24
Cuddy, Kevin	Appoint	Asst. Basketball (Boys)	3	\$6,451	\$0	\$6,451	JTHS	11/20/23	3/3/24
DiGennaro, Peter	Appoint	Head Basketball (Boys)	3	\$9,371	\$1,250	\$10,621	JTHS	11/20/23	3/3/24
Eastman, Christopher	Appoint	Head Indoor Track	3	\$8,123	\$600	\$8,723	JTHS	11/20/23	3/3/24
Fontana, Mark	Appoint	Asst. Wrestling	3	\$6,028	\$0	\$6,028	JTHS	11/20/23	3/3/24
Gage, Travis	Appoint	Asst. Basketball (Girls)	3	\$6,451	\$350	\$6,801	JTHS	11/20/23	3/3/24
Jahn, Nicole	Appoint	Asst. Indoor Track	3	\$5,611	\$800	\$6,411	JTHS	11/20/23	3/3/24
Kalish, Jason	Appoint	Head Bowling	3	\$5,611	\$450	\$6,061	JTHS	11/20/23	3/3/24
Koenig, Rachel	Appoint	Head Swimming	3	\$8,123	\$350	\$8,473	JTHS	11/20/23	3/3/24
Lantz, Christopher *	Appoint	Head Wrestling	2	\$8,123	\$0	\$8,123	JTHS	11/20/23	3/3/24
MacDermid, James	Appoint	Head Basketball (Girls)	3	\$9,371	\$350	\$9,721	JTHS	11/20/23	3/3/24
Machak, Kendall	Appoint	Athletic Trainer	-	\$2,187	\$0	\$2,187	JTHS	11/20/23	3/3/24
Miller, Nicholas *	Appoint	Asst. Basketball (Boys)	3	\$6,451	\$0	\$6,451	JTHS	11/20/23	3/3/24
Morris, Tyler	Appoint	Asst. Ice Hockey	3	\$9,500	\$50	\$9,550	JTHS	11/20/23	3/3/24
Reilly, Griffin *	Appoint	Asst. Basketball (Boys)	2	\$5,608	\$0	\$5,608	JTHS	11/20/23	3/3/24
Quinn, Sean	Appoint	Asst. Indoor Track	3	\$5,611	\$0	\$5,611	JTHS	11/20/23	3/3/24
Solicito, Nicholas *	Appoint	Asst. Basketball (Girls)	3	\$6,451	\$50	\$6,501	JTHS	11/20/23	3/3/24
Venturino, Gerald	Appoint	Weight Room (Winter)	-	\$2,295	\$0	\$2,295	JTHS	11/20/23	3/3/24
Yarosz, Bart *	Appoint	Asst. Wrestling	2	\$5,068	\$0	\$5,068	JTHS	11/20/23	3/24/24

\* Out of district

L.2 Motion to establish the rate of pay for the following positions, effective November 1, 2023:

Position	Rate
Substitute Aide	\$18.00/hr.

L.3 Motion to approve the following corrections to the April 24, 2023 Minutes, Personnel Section M.8 - Tenured Clerical Staff for the 2023-2024 School Year:

Name	Position	Group	Step	23-24 Salary	Longevity	23-24 Total Salary	Discussion
Kern, Lorrie 11-000-240-105-006	Secretary (.49/10 mos.)	Group III	7				Corrected step
Nimmo, Donna 11-000-240-105-001	Secretary (.49/10 mos.)	Group III	7				Corrected step

**M. EDUCATION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.7, as described below:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

M.1 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for August 21, 2023 through September 18, 2023.

M.2 Motion to approve agreement with Essex Regional Education Services Commission to collaborate in the McKinney-Vento Education of Homeless Children and Youth Program for the 2023-2024 school year.

M.3 Motion to approve request for Mrs. Mary Johnston to conduct research at JTHS on the Nature of Science during the 2023-2024 school year.



**M.4** Motion to approve the revised curriculum for the 2023-2024 school year, as aligned to the 2020 New Jersey Student Learning Standards (NJSLS):

a. International Business

**M.5** Motion to accept the 2023-2024 Emergency Operations Plan for the Jefferson Township School District. (*Manuals for the Jefferson Township Police Department*)

**M.6** Motion to approve the following **day field trips**:

School/Group/Activity	Location
JTHS Sports and Entertainment Students	East Rutherford, NJ
Stanlick and White Rock Elementary Schools, 5th grade STEP Students	Morristown, NJ
Stanlick and White Rock Elementary Schools, 5th grade STEP Students	Morristown, NJ
Stanlick and White Rock Elementary Schools, 5th grade STEP Students	Morristown, NJ
JTMS, Stanlick and White Rock Elementary Schools, Gifted & Talented Students	Morristown, NJ

**M.7** Motion to approve the new Jefferson Township High School course proposals for the 2023-2024 school year, as aligned to the 2020 New Jersey Student Learning Standards (NJSLS):

- |  |  |  |
|--|--|--|
| a. Honors Academy<br>Environmental Law and Policy, 2.5 credits | Internship, Grade 12, 2.5 credits  | ii. Academy Video Production 1<br>Honors Portfolio           |
| b. AP Research, Grade 12                                       | f. Work Experience, Grade 12   | iii. Academy Video Production 2<br>Honors Portfolio          |
| c. Human Behavior, Grade 11 and 12                             | g. Fashion Marketing, Grades 10, 11, 12, 2.5 credits   | iv. Advanced Communication<br>Honors Portfolio               |
| d. Creative & Design Technology Studio, Grades 9-12            | h. Multimedia, Broadcasting and Journalism Academy add “Portfolio” to the following courses: | v. Academy Introduction to Music Production Honors Portfolio |
| e. Business and Finance Academy Academic                       | i. Academy Communication Honors Portfolio  |  |

**N. POLICY**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve motion N.1, as described below:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

**N.1** Motion to approve the **First Reading** of the following Bylaws, Policies and Regulations (*available on district website for review*):

File Code	Title	Action
P 2270	Religion in the Schools	RV
P 3161	Examination for Cause	RV
P&R 3212	Attendance	M & R
P 3324	Right of Privacy	RV
P&R 3432	Sick Leave	A
P 4161	Examination for Cause	RV
P&R 4212	Attendance	M & RV
P&R 5111	Eligibility of Resident/Nonresident Students	M & R
P&R 5116	Education of Homeless Children and Youths	RV
P&R 5460.02	Bridge Year Pilot Program	M & A
P 6154	Tuition Income Preschool Students	A
P 8500	Food Services	M & R
P 8540	School Nutrition Programs	M & A
P 8550	Meal Charges/Outstanding Food Service Bill	M & A

**FILE CODE KEY:**      **B** - Bylaw      **P** - Policy      **M** - Mandate      **R** - Regulation  
**ACTION KEY:**        **N** – New        **RV** – Revised      **A** - Abolish

**O. RECOGNITION OF MONTHLY REPORTS**

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidents (HIB) for the period of September 19, 2023 through October 16, 2023.

School	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents
Ellen T. Briggs	0	0	0
Arthur Stanlick	1	0	1
Cozy Lake	0	0	0
White Rock	0	0	0
Jefferson Twp. Middle School	1	1	0
Jefferson Twp. High School	2	1	1

**Enrollment as of 9/29/23:**

	September 2022	September 2023
Grades PreK	73	236
Grades K-5	998	1,046
Grades 6-8	574	562
Grades 9-12	876	839
TOTAL	2,521	2,683
Tuition students received	1	1
Out-of-district placement	24	21

*Reporting of enrollment has been modified and includes an additional 10 pre-k classrooms for school year 2023-2024.*

**P. COMMUNICATIONS**

**Q. PUBLIC COMMENTS** *(Public participation shall be governed by Bylaw 0167, as outlined in Agenda Section G).*

**R. OLD BUSINESS**

**S. NEW BUSINESS**

**T. CLOSED SESSION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 16th day of October 2023, at \_\_\_\_ PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

The meeting was called to public session at \_\_\_\_ PM.

**U. ADJOURN**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_ PM.

\_\_\_\_\_ Mrs. Gould  
\_\_\_\_\_ Mrs. Grater  
\_\_\_\_\_ Mr. Natale

\_\_\_\_\_ Mrs. Perez  
\_\_\_\_\_ Mrs. Small  
\_\_\_\_\_ Mr. Stewart

\_\_\_\_\_ Mr. Terpstra  
\_\_\_\_\_ Mrs. Wildermuth, *Vice President*  
\_\_\_\_\_ Mrs. Poulas, *President*

## Appendix A

## Jefferson Township Public Schools 2024 – 2025 Budget Calendar

DATE	TOPIC	RESPONSIBLE PARTY(IES)	NOTES
October 2, 2023	Budget Software Opens	Purchasing Specialist/School Business Administrator (“SBA”)	Budget software made available to Principals, Directors, Supervisors, Secretaries and written direction given on required input.
October 5, 2023	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Review budget calendar & initial revenue projections.
Week of October 9, 2023	Systems3000 Training meeting for staff responsible for budget entry	Purchasing Specialist	Focused on new employees, optional for all staff involved in the budget.
October 10, 2023	District A/C Meeting	SBA/Superintendent/Administrative Staff	SBA to discuss the budget preparation process and parameters with the admin team.
October 16, 2023	Board of Education Meeting	SBA/Superintendent/Board	Regular Board meeting to approve the Budget Calendar for the upcoming 2024-25 school year.
December 5, 2023	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Discussion of budget progress to-date.
December 8, 2023	Payroll Budget Update	Purchasing Specialist/SBA	Payroll figures will be loaded into the budget software.
December 11, 2023 - January 8, 2024	Budget Meetings with various departments	Superintendent, SBA, Purchasing Specialist, C & I, Facilities, Special Services, Technology & Transportation	Discussion of priority needs and review of included items to ensure that all necessary expenditures have been considered.
January 2024	Building Needs & Finance Committee Meeting	SBA/Superintendent/Board	Discussion of budget goals & anticipated challenges.
February 2024	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Discussion of budget progress. Review enrollment/staffing/benefits.
February 2024 (Tentative)	Notification regarding 24-25 Preschool Expansion funding	DOE Department of Early Childhood	Per State liaison, date of application release is unknown
February/March 2024	Finalize Preliminary Budget Based on Actual State Aid Revenues	SBA/Superintendent/Administrative Staff	Based on timing of release of the state aid figures.
March 2024	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Perform detailed budget review.
March 2024	Board of Education Meeting	SBA/Superintendent/Board	Public discussion of preliminary budget prior to adoption of budget for submission to DOE (Executive County Superintendent).
March 2024	Submission to DOE and advertisement of BOE approved budget	SBA	Last day to submit tentative budget to Executive County Superintendent of Schools.
April 2024	Notice of Public Hearing	SBA	Must be completed at least four 4 days prior to the adoption of the budget.
April 2024	Board of Education Meeting	SBA/Superintendent/Board	Budget presentation and Public Hearing on the budget. BOE adopts the final budget.

**Notes:**

- Board and Committee meeting dates for January 2024 and forward will be determined at the Reorganization Meeting.
- Submission deadlines TBD based on DOE Budget Schedule.

10/3/23

Appendix B

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Lodging cost per night	Meal cost per day	# of Travel Days	Mileage @ \$0.47/mi.	Miscellaneous Fees (including parking/tolls/misc fees)	Total Expense
Cinnamon, Christine	Oct. 24 - 26, 2023	Virtual	Wilson Reading Systems Introductory Course	\$710.00	-	-	-	-	-	\$710.00
Hollar, Kim	Oct. 24 - 26, 2023	Virtual	Wilson Reading Systems Introductory Course	\$710.00	-	-	-	-	-	\$710.00
Lukas, Tracie	Nov. 14, 2023	Whippany, NJ	NJASBO Facilities SDA Grant & NJOSAC	\$175.00	-	-	1	\$15.98	-	\$190.98
Lukas, Tracie	Jan. 16, 2023	Whippany, NJ	NJASBO Preschool Overview	\$175.00	-	-	1	\$15.98	-	\$190.98
Perrulli, Tricia	Nov. 8 - Dec. 13, 2023*	Virtual	Rutgers Continuing Studies - Routing & Scheduling	\$575.00	-	-	-	-	-	\$575.00
Perrulli, Tricia	Oct. 31 - Dec. 5, 2023*	Virtual	Rutgers Continuing Studies - Codes, Statutes, & Regulations	\$483.00	-	-	-	-	-	\$483.00
Perrulli, Tricia	Oct. 16 - Dec. 18, 2023*	Virtual	Rutgers Continuing Studies - Management & Supervisory Skills	\$853.00	-	-	-	-	-	\$853.00
Sanchez, Vanessa	Oct. 23 - 25, 2023	Atlantic City, NJ	NJ School Boards Association Annual Workshop	-	-	\$59.00	2.5	\$139.59	-	\$287.09
Simm, Amber	Oct. 17, 2023 - Feb. 2, 2024	Virtual	Orton Gilligham Basic Language Course	\$595.00	-	-	-	-	-	\$595.00
Steinhilb, Jennifer	Oct. 19 - 20, 2023	Atlantic City, NJ	41st Annual Autism NJ Conference	\$500.00	\$99.00	\$26.00	1	\$142.88	-	\$767.88
Ward, Elizabeth	Jan. 29, 2024	Ewing, NJ	The Representation of Women in Ancient Greek Art	\$270.00	-	-	-	\$65.24	-	\$335.24

*All Meals are prorated 75% on travel days per GSA guidance*

*\*All classes occur once weekly in the evening.*